

### Instructions for R-16 Route Description Form (All non special needs trips)

A trip exists when **all** of the students loaded at the assigned stops for that trip are unloaded at their school(s) or when **all** of the assigned students loaded at the school(s) are unloaded at the assigned stops for that trip. Stops made while the bus is traveling between schools to load or unload students should be counted as part of the original trip. Complete one form for each regular, hazardous conditions, and other programs morning trip, regular, hazardous conditions, and other programs afternoon trip, and each mid-day trip.

**Assigned School For Bus:** The school where the bus is assigned

**Amended Route Description:** Check if this route description is replacing a route description that has already been submitted to the Department of Education's County Supervisor of Transportation

**Date Prepared:** Record the date this route description is completed if it is the first route description for the school year. Amended route descriptions must record the date the changes are implemented.

**Bus Number:** State Department of Education's bus number painted on the bus

**Capacity:** Seating capacity assigned to the bus: 54, 60, 66, 78, etc.

**Trip Number:** The number assigned to the trip, should agree with the number on the route map

**Parking Location After Trip:** The location where the bus is parked after this trip, if this is the last morning or midday trip. Do not complete this space if this route description is not for the last morning or mid-day trip. Example: If the bus remains at school after the morning trip until it runs the mid-day kindergarten trip, record the name of the school where it is parked. If the driver takes the bus home after the mid-day kindergarten trip, record the address of the driver's house on the route description for the "Other Trip", identified as "driver returning home".

**Driver:** Regular driver assigned to this trip

**A:** Place X here if the driver is an adult driver

**S:** Place X here if the driver is a high school student driver

**Schools On This Trip:** Record the names of the schools the students on this trip attend

**Check Appropriate Trip:** Place X beside the description identifying this trip. Identify the type of "Other Trip" this route description represents, gifted and talented, driver taking bus home, etc.

**Description of Route:** Record a description of how the bus runs the route from the first stop to the last stop, excluding the stops, for routes taking students to and from their residence or other approved location. Routes that transport students from one school to another school should begin and end at the schools.

**Stop Number:** The order of loading and unloading students on the route.

**Location of Stops:** Record the address for each stop. When a house number is not available on a rural route, record the name of the adult living in the house. The last stops on a morning route will be the school(s) and the first stops on an afternoon route will be the school(s). Record the number of students loading or unloading at each school in parenthesis.

**Route Enrollment Count:** Record the maximum number of students at each stop for that trip. The route enrollment can exceed the capacity of the bus.

**Daily Count:** Record the number of students that usually load or unload at each stop. This number will never be more than the route enrollment count at each stop. This number should not exceed the recommended maximum load for a bus. It should be the highest count for any 3 consecutive days.

**A bus driver should run all trips in their entirety when recording the odometer readings and times for the route descriptions. Tenths of a mile on the odometer reading must be included when available.**

**Regular, Hazardous Conditions, and Other Programs Morning Trip Times and Odometer Readings**

- Line 1 **Overnight Parking Location:** Record the departure time and odometer reading where the bus is parked overnight if this is the first morning trip or the only morning trip.
- Line 2 **Last School On Previous Trip:** Record the odometer reading and the time the bus leaves the last school on the previous trip if this is not the first trip in the morning. (Time and Odometer Reading should be recorded on line 1 or line 2, not both.)
- Line 3 **First Stop on This AM Trip:** Record the time and odometer reading at the stop where the first student is loaded. Do not record the driver's house as the first stop if the driver's child is an eligible student but would normally ride another bus if his/her parent were not driving this bus.
- Line 4 **Arrive Last School on This Trip:** Record the arrival time and odometer reading at the school where the last student on this trip is unloaded.
- Line 5 **Parking Location During School Day:** Record the time and odometer reading at the location where the bus is parked during the school day before it runs a midday or afternoon trip. Do not record the time and odometer reading on this line if this is not the last trip in the morning.
- Line 6 **Totals For This Trip:**
- If this is the only morning trip: Line 5 minus Line 1= Total Minutes and Miles For This Trip
- If this is the first trip and another morning trip follows this trip: Line 4 minus Line 1= Total Minutes and Miles For This Trip
- If this is not the first trip and another trip follows this trip: Line 4 minus Line 2= Total Minutes and Miles For This Trip
- If this is not the first trip and it is the last trip in the morning: Line 5 minus Line 2= Total Minutes and Miles For This Trip

**Midday Trip Times and Odometer Readings**

- Line 1 **Parking Location During School Day Before Midday Trip:** Record the departure time and odometer reading at the location where the bus is parked during the school day before it runs a midday trip. The recorded time should be the actual time that it takes to drive to the first school from this location without more than 2 minutes of waiting time for the students to be dismissed.
- Line 2 **First Stop or School After Leaving Parking Location:** Record the time and odometer reading at the first stop if this trip is transporting students from home to school.  
Record the arrival time and odometer reading at the school where the students are loaded if this trip is taking students from school to home. Arrival time is no more than two minutes before the students are ready to load.  
Record the time and odometer reading at the first driver's house if this midday trip is taking other drivers home or to other locations.  
Record the time and odometer reading at the first school where students are loaded if this trip transports students from one school to another school or approved location.
- Line 3 **Last Stop or School on This Trip:** If this trip transports students from their residence to the school, record the departure time and odometer reading at the school where they are unloaded.  
If this trip is transporting students from school to their residence, record the time and odometer reading where the last student is unloaded.  
Drivers taking their bus home or other approved location during the school day will record the time and odometer reading at this location.
- Line 4 **Parking Location During School Day After This Trip:** Record the arrival time and odometer reading at the location where the bus is parked after this midday trip is completed. Drivers who have taken buses home during the school day will record the first school for their afternoon or next mid-day trip if they do not return to the location where buses without mid-day trips are parked. They will record the time and odometer reading at the location where buses without mid-day trips are parked if they return to this location before going on their afternoon or next mid-day trip.
- Line 5 **Total Miles For This Trip:** Line 4 minus Line 1= Total Miles For This Trip
- \*When the driver of a vocational or other programs trip remains at the vocational or other programs location for a period of time that does not qualify him\her to receive pay as a bus driver, record on Line 5 the amount of qualified bus driving time.
- Example: Driver leaves high school with students at 8:30, unloads students at vocational school at 9:00, works at vocational school until 11:00, leaves vocational school with students at 11:00, unloads students at high school at 11:30. This driver records the 60 minutes of driving time on Line 5, not 180 minutes.

**Regular, Hazardous Conditions, and Other Programs Afternoon Trip Times and Odometer Readings**

- Line 1 **Parking Location During School Day:** Record the departure time and odometer reading for the first afternoon trip at the location where the buses without mid-day trips are parked. If the bus does not return to the location where buses without mid-day trips are parked before going on the first afternoon trip, record the arrival time and odometer at the first school where students are loaded for the first afternoon trip. The recorded time must be the actual time the bus will depart in order to arrive at the first school without any more than 2 minutes of waiting time for the school to dismiss.
- Line 2 **Arrive AT First School On This PM Trip:** Record the time and odometer reading when the bus arrives at the first school where students are loaded on this trip.
- Line 3 **Leave First School On This PM Trip:** Record the time and odometer reading when the bus leaves the first school on this PM trip.
- Line 4 **Last Stop On This Trip:** Record the time and odometer reading at the stop where the last student is unloaded on this trip. Do not record the driver's house as the last stop if the driver's child is an eligible student but would normally ride another bus if his/her parent was not driving this bus.
- Line 5 **First School On The Next Trip:** Record the arrival time and odometer reading at the first school on the next trip. Do not record anything on this line if this bus does not have another trip after this one.
- Line 6 **Overnight Parking Location:** Record the arrival time and odometer reading where the bus is parked overnight. Do not record anything on this line if there is another trip after this one. (Time and odometer reading should be recorded on line 5 or line 6, not both)
- Line 7 **Total Miles For This Trip:** If this is the only afternoon trip: Line 6 minus Line 1= Total Minutes and Miles For This Trip  
If this is the first trip and there is another trip after this one: Line 5 minus Line 1= Total Minutes and Miles For This Trip  
If this is not the first trip and there is another trip after this one: Line 5 minus Line 2= Total Minutes and Miles For This Trip  
If this is not the first trip and it is the last trip in the afternoon: Line 6 minus Line 2= Total Minutes and Miles For This Trip

**Funding For Miles On This Trip**

- Line 1 **State Funded Miles:** Total miles for trips funded by the Department of Education, regular morning and afternoon route trips, mid-day kindergarten and child development, and trips approved by the Department of Education for other programs
- Line 2 **District Funded Miles:** Total miles for trips funded by the school district- All hazardous conditions trips and hazardous conditions portions of regular route trips must be recorded on this line. Hazardous conditions miles allocated to the district will be deducted from this total by the Dept. of Education.
- Line 3 **Total Miles This Trip:** Total State Funded Miles and District Funded Miles, this is also the total for the total miles on the morning, afternoon, and mid-day trips on this route description
- Line 4 **School Days Remaining In Year:** The number of school days remaining in the present school year. This number will be 180 if this is the first route description submitted for this route for this school year and this route has been run since the first school day. Amended route descriptions must record the number of days remaining after the changes are implemented.